RECORD FORMAT (Licensee data files)

RE 776 (Rev. 9/03)

See pages 2 & 3 for further information.

RECORD LAYOUT FOR FIXED LENGTH FORMAT OF LICENSEE FILE			
Field Name	Field Length*	Positions	Description
Multiple_License_Ind	1	1	 0 = First (and possibly only) record for this licensee. 9 = At least one other record for this licensee has already been written in this file.
Record _Type	1	2	V = Valid address U = Unreliable address N = No address
Name_1	40	3–42	Licensee name
Name_2	40	43–82	If the licensee is an officer, this field contains the name of the affiliated corporation.
Address_1	40	83–122	Mailing address line 1
Address_2	40	123–162	Mailing address line 2, if applicable
City	40	163–202	City name
State	2	203–204	Two letter state abbreviation
Zip_Code	9	205–213	Five- or nine-digit zip code
Foreign_nation	30	214–243	Foreign nation name
Foreign_Postal_Info	20	244–263	Foreign postal information
License_Number	8	264–271	License ID number
License_Type	1	272	S = Salesperson C = Corporation B = Broker O = Officer
License_Status	1	273	L = Licensed (salesperson) in the employ of a broker; or (broker/corp.) business address on file; or (officer) affiliated with a corporation.
			N = Licensed (salesperson) with no broker affiliation; or (broker/corp.) no business address on file.
Restricted_Flag	1	274	Y = License is restricted
License_Effective_Date	8	275–282	YYYYMMDD
License_Expiration_Date	8	283–290	YYYYMMDD
County_Code	2	291–292	Two-digit county code
Misc_Indicator	1	293	C = 18 month Conditional License
Secondary_ID_Number	8	294–301	For salesperson = Employing broker's license number For officer = Affiliated corporation license number For corporations = Designated officer license number
Ethics_and_Agency_Ind	1	302	Y = Requires only Ethics, Agency, Trust Fund, & Fair Housing continuing education on next renewal

SORT ORDER

If specific *zip codes* are requested, the file will be in zip code order (sorted on first five digits only) and then ID# order within zip codes.

If specific county codes are requested, the file will be in county code order and then ID# order within county codes.

All other files will be in ID# order.

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GENERAL INFORMATION

Lists of non-confidential licensee information including name, mailing address, and other license information may be purchased in electronic format on CD only. Complete details regarding data available, price, format, how to order, etc., is provided in the order form entitled **Licensee File CD Request** (RE 775) available on the DRE Web site **www.dre.ca.gov**.

Please note, licensee list files are *not* provided in a "label-ready" format. It will be the purchaser's responsibility to import and process the data files using a software product of the purchaser's choice. Department of Real Estate (DRE) staff will not be available to offer assistance in helping the purchaser import nor process the data files.

However, the DRE offers step-by-step guides for Microsoft Word, Excel and Access, which may be of help.

STEP-BY-STEP GUIDES

To import a licensee list text (.txt) file on CD into an Excel (.xls) file:

- Start Excel.
- > On the top Menu bar, click on File, then click on Open.
- In the pop-up window, find and pick one of the list text type files
 - Suggest you pick the Mailing List comma.txt file.
 - You will need to change what is in the **Look in**: box to point to your CD drive.
 - You will need to change the Files of type box to read Text Files(*.txt) or All Files(*.*).
- Double-click on the file, or highlight it and click the Open button.
- In the Text Import Wizard Step 1 of 3 window, if you've chosen the Mailing_List_comma.txt file or Mailing_List_tab.txt file, make sure the Delimited radio-button is "on." Click Next >.
- In the **Text Import Wizard Step 2 of 3** window, make sure the correct delimiter check box is checked for the type of text file you are importing into Excel. Click **Next** >.
- In the **Text Import Wizard Step 3 of 3** window, you can choose which columns to import and what format to give those columns. If you do not wish to import a particular column, highlight that column and choose the **Do not import column (Skip)** radio-button. When you highlight another column the radio-button should reset back to the **General** format radio-button. Continue scrolling across the record until you reach the column headed **License_Effective_Date** and then highlight it. This is a date field, so choose the **Date** radio-button. The date in this column is in YYYYMMDD format, so in the drop down date type box, change the date format to **YMD**. Highlight the next column which is the **License_Expiration_Date**, choose the **Date** radio-button, and change the date format to **YMD**.
- When you have finished selecting, skipping, and formatting columns, click the **Finish** button to complete the import process. You can now save the newly imported Excel file.

Note: There is a limit on the number of rows that you can have in Excel. This limit varies with the version of Excel. [Excel 5 and Excel 95 – 16,383; Excel 97 and Excel 2000 – 65,536]

To import a licensee list file into a Microsoft Access database file:

- Start Microsoft Access.
- Click on Blank Database, then click OK.
- Decide on where to store the new database and what you want to name it (be sure the name extension is .mdb), then click the Create button.
- On the top Menu bar, click on File, click on Get External Data, click on Import.
- Find the file to import. You'll need to change the **Files of Type** box to **Text Files** in order to see the DRE list files.

 Double-click on the 'comma' file.
- Be sure the **Delimited** radio-button is "on," then click the **Next>** button.
- Be sure the Comma radio-button is "on," click in the First Row Contains Field Names checkbox, then click the Next> button.
- Be sure the In a New Table radio-button is "on," then click the Next> button.
- Choose the columns (fields) you wish to import or skip. To skip a column, highlight that column and check the **Do not** import field (Skip) checkbox, then click the Next> button.
- ➤ If you wish, you can let Access add a primary key, or you can choose one. Suggested key would be **License Number**, then click the **Next>** button.
- Click the Finish button.
- Click the **OK** button.

You now have access to the table that was created in the formerly blank database that you created in Step 3 above.

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To use Microsoft Word to create mailing labels from an Excel file:

Note: If the Excel file does not already contain a header row with column headings such as NAME, ADDRESS-1, ADDRESS-2, CITY, etc., first insert a blank row at Row 1 and give each column an identifier such as NAME, ADDRESS-1, ADDRESS-2, CITY, STATE, ZIP, etc.

- > Start Microsoft Word.
- Click on Tools in the Menu Bar.
- Click on Mail Merge in the drop down menu.
- Click on the Create button (Step 1).
- Choose Mailing Labels from the drop down menu.
- Click on the Active Window button.
- Click on the **Get Data** button (Step 2).
- Choose Open Data Source from the drop down menu.
- Find and select the Excel file containing the name and address data you wish to use to create labels.
 - You will need to change the Files of type box to read MS Excel Worksheet (*.xls).
 - Double click on the file, or highlight it and click the **Open** button.
- > Click **OK** to select the entire spreadsheet.
- Click on the **Set Up Main Document** button.
- ➤ Pick a label size and double click on it or highlight it and click the **OK** button.
- > Click on the **Insert Merge Field** button.
- Pick the fields you want on the label and click on the Insert Merge Field button, then choose the field. Repeat.
 - ➤ Use the Enter/Return key when selecting fields if you want the next selected field to be on the next line.
- When all fields have been selected, click the **OK** button.
- Click the Merge button to choose and format all records (Step 3) or click the Query Options to set up filter and/or sort criteria, then click OK.
- Click the next Merge button.

This completes the label format process. At this point you may want to change the font, font size, change case to all uppercase, etc., and print out one page as a test.

To use Microsoft Word to create mailing labels from a licensee list file:

- > Start Microsoft Word.
- Click on Tools in the Menu Bar.
- Click on **Mail Merge** in the drop down menu.
- Click on the Create button (Step 1).
- ➤ Choose **Mailing Labels** from the drop down menu.
- ➤ Click on the **Active Window** button.
- Click on the **Get Data** button (Step 2).
- Choose **Open Data Source** from the drop down menu.
- Find and pick one of the list text type files.
 - You will need to change the Files of type box to read Text Files(*.txt).
 - Suggest you pick the Mailing_List_comma.txt file.
 - Double click on the file, or highlight it and click the Open button.
- Click on the Set Up Main button.
- ➤ Pick a label size and double click on it or highlight it and click the **OK** button.
- Click on the Insert Merge Field button.
- Pick the fields you want on the label.
 - ➤ Use the Enter/Return key when selecting fields if you want the next field to be on the next line.
- When all fields have been selected, click the **OK** button.
- Click the Merge button to choose and format all records (Step 3) or click the Query Options to set up filter and/or sort criteria, then click OK.
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